

32.61

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF THE GENERAL COUNSEL



*RCS 32-61 (OGC) is superseded
by RCS 26-76 approved by AGOS
effective 4/22/77*

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RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100100040-1

SCHEDULE NO. 32.61

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF THE GENERAL COUNSEL

SIGNATURE

TITLE

Wm. M. M. 4/12/61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OFFICE SUBJECT FILE Consists of correspondence, reports and other papers which document opinions and decisions relating to legal matters in connection with the official business of the Agency, proposed and existing legislation affecting Agency activities, and the interpretations of Public Laws, Executive Orders, and other regulatory issuances as they pertain to CIA. Also included in the file are records which document the establishment, operation and the administrative functions of the office. Filed by subject in accordance with Subject file manual. (1957 to date)		
	a. Substantive and documentary material.	16.0	Permanent. Disposal not authorized. Cut off every X years; hold for X years then transfer to the Records Center. <i>per memo 17 Nov 70 RD</i>
	b. Administrative and housekeeping records.	1.6	Temporary. Destroy after one year. Cut off at end of each year; retain for one year and destroy.
2	PRECEDENT FILE (LEGAL DECISIONS) This is a set of bound copies of legal decisions which establish a precedent for future determinations; also copies of selected legal opinions rendered by the Staff. They relate to decisions rendered for OSS, SSU, CIG and CIA. They are bound chronologically within each year. (1947 to date)	1.5	Permanent. Disposal not authorized. Retain in current files area indefinitely (duplicate sets are in the subject file and in VM). <i>Active duplicate set to be retained as record set. Duplicate set retained in current files. See memo dtd 30 June 68</i>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>PROPOSED REGULATIONS</p> <p>Copies of proposed regulations received from Regulations Control Staff for comment and retained for reference purposes. Filed chronologically by Regulation number.</p> <p>(Current)</p>	2.0	Temporary. Destroy after one year. Place in inactive file when regulation is published. Destroy after one year.
4	<p>CONVENIENCE FILE (CHRONO)</p> <p>Copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1957 to date)</p>	1.4	<p><i>Permanent</i></p> <p>Temporary. Disposal not authorized at this time. Cut-off at end of each year; transfer to the Records Center when three years old.</p> <p><i>(See memo of 24 Dec. 63)</i></p> <p><i>feh</i></p>
5	<p>EMPLOYEE RECORD CARD FILE</p> <p>Discontinued</p>		
6	<p>LIAISON CONTACT FILE</p> <p>Lists of individuals in government agencies, commercial firms or lawyers who have received security clearances to serve as contacts with the Office. Lists are maintained in note book form and filed first by state then by government agency.</p> <p>(Current)</p>	.3	Temporary. Destroy when superseded or when clearance is rescinded or inactive.
7	<p>ASSIGNMENT LOGS</p> <p>Discontinued</p>		
8	<p>VITAL MATERIALS TRANSFER SLIP FILE</p> <p>Consists of Vital Materials Transfer Slip which is used to record and control of material transferred to the Vital Materials Repository by the Office. Filed numerically by deposit number.</p>	.1	Temporary. Destroy when material has been withdrawn.

ITEM NO.			DISPOSITION INSTRUCTIONS
13	CABLE FILE Information copies of incoming and outgoing cables which are retained for reference purposes. Filed chronologically. O/GC Branch Office was discontinued and file series 14 through 21 have been combined with related series in the main office files except for:	.2	Temporary. Destroy when ³ months old. <i>per memo dated 13 Aug 78</i>
15	PROJECT FILE Consists of correspondence, reports, and related form records which document the legal aspects of specific covert projects. Includes the administrative plan, copies of contracts, and legal opinions. Filed alphabetically by project name.	10.	Permanent. Disposal not authorized. Place in inactive file when project completed or discontinued; transfer to the Records Center at end of each year.
21	TAX FILE Consists of memoranda copies of legal advice or assistance rendered on individual tax problems. Filed alphabetically. (1957 to date)	2.0	Temporary. Destroy after 10 years. Cut off at end of each year. Retain in current files area for three years then transfer to the Records Center on an annual basis.